

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Social Work Supervisor I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, monitors, evaluates, and supervises the daily activities of social work staff. Participates in the development of program guidelines and monitors service delivery. Assigns and monitors casework and establishes training sessions. Performs related duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Supervises the daily work of personnel by planning, evaluating, and supervising daily activities and progress, providing consultation and training new personnel assigned to the unit.
2	S	Monitors service delivery by ensuring case and personnel compliance and progress and reviewing court plans.
3	L	Participates in the development of program guidelines by serving on various committees and teams and developing, implementing and monitoring programs.
4	S	Assigns casework to staff and monitors case activities by reviewing referrals, scanning databases for relevant data, maintaining records of case management, reviewing progress, discussing case activities and preparing written summaries of the case content.
5	S	Establishes training sessions by preparing training materials, programs, modules and aides, researching, studying and interpreting various concepts.
6	S	Performs related duties by providing information and referrals, reviewing and editing reports and representing the program at meetings and functions.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study
Experience	Four years experience in social work / human services.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read case records, laws, statutes, policies, compositions, court plans, manuals, memorandum, reports and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write program plans, proposal requests, court plans, reports, memorandum and general correspondence.
Managerial	Managerial responsibilities include developing job descriptions and monitoring staff work performance.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Assisting personnel
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, assisting personnel
Lifting	O	Case records, office supplies
Carrying	O	Case records, office supplies
Pushing/Pulling	R	File cabinet drawers
Reaching	R	Office supplies, telephone
Handling	O	Case records
Fine Dexterity	F	Computer keyboard, writing, telephone keypad
Kneeling	R	Filing
Crouching	R	Filing
Crawling	N	
Bending	O	Picking up case records, filing
Twisting	O	Filing, to/from desk and computer
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer monitor, reading, writing
Hearing	C	Communicating with personnel and general public, on telephone, meetings
Talking	F	Communicating with personnel and general public, on telephone, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, general office supplies, computer, printer, standard Microsoft Windows and Office software, Oasis Program, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)